

Updated Feb, 2010

Glenbrook HOA Design Review Committee

PO Box 447, Glenbrook, NV 89413

Request & Summary of Project

Full set of DRC Rules and Procedures are available on website www.glenbrooktahoe.org
or by calling HOA office at 775-749-5266

Owner _____ Address _____

Date Submitted _____ Estimated Starting Date _____

Minor Remodel/ Maintenance:

Replacement of an existing feature (no DRC application needed if a repair under \$2,000)

_____ Painting – same color Color _____

_____ Painting- change of color Color _____

_____ Reroof Color _____

_____ Asphalt replacement- ie Pavers, other Color _____

_____ Windows – replace with similar- ie upgrade from single pane to double pane,

_____ Door replacement Color _____

_____ Landscape- replace existing

_____ Other _____

Description/Details: _____

Fees/Deposits Required:

Owner Fee \$500 (waived if timely filed)

Owner Deposit \$1,000 (if less than 1 mo for completion- see rate sheet if longer) Owner my request waiver of deposit by checking box on Owner Construction Compliance Agreement

Forms needed to be submitted in addition to this summary page:

Owner Construction Compliance Agreement

Contractor's Compliance Acknowledgement

Parking Plan for contractor vehicles

Sketch, if needed, of proposed replacement or changes

Major Remodel:

Any remodel involving exterior additions to residence or major landscaping additions that require sketches, drawings, or full architectural plans. Usually involves multiple vendors/contractors and costs more than \$5,000. Call HOA office if you are uncertain whether improvement should be classified as a minor remodel or one of the two types of major remodels.

New Construction or extensive remodel:

New construction or major remodel that exceeds 6 months of construction time.

Forms needed to be submitted for Major Remodel or New Construction:

Summary of Project sheet

Owner Construction Compliance Agreement

Contractor's Compliance Acknowledgement

Parking Plan for contractor vehicles

Detailed plans- 4 sets required- see DRC rules

Fees/Deposits for major remodels and new construction:

See rate sheet attached

Office Use Only

Fees/Deposits Required:

Owner Fee \$ _____ Date Received _____

Owner Deposit \$ _____ Date Received _____

Forms Signed:

Owner Construction Compliance Agreement- Date Recd _____

Contractor's Compliance Agreement Date Recd _____

Date Parking Plan Submitted _____ Parking Plan Approval Date _____

Construction Plans:

Date Plans Received _____ Date sent to architect _____

Date of response by architect _____

Date started _____ Date completed _____

Completion verified by _____ Date deposit returned _____

Comments _____

DRC approval stamp here

**GLENBROOK HOMEOWNERS ASSOCIATION
DESIGN REVIEW COMMITTEE (DRC)**

OWNER CONSTRUCTION COMPLIANCE AGREEMENT

FOR A MINOR REMODEL OR MAINTENANCE PROJECT

The following agreement is entered into between the Owner and the Glenbrook Homeowners Association (GHOA), Design Review Committee (DRC).

Unit/Lot # _____ Owner's Name _____
Street Address _____

It is hereby agreed and understood:

1. GHOA's CC&Rs require property owners to submit Plans, Drawings or detailed description of project for review and approval for any exterior improvement or change. This includes but is not limited to: windows, doors, painting or staining the same color or changing color, roofing, driveway replacement with asphalt or pavers, landscape replacements, etc . (See DRC Guidelines and the CC&R's)
2. No construction work can commence until DRC has approved the Project. To proceed without approval is a violation of DRC Rules & Procedures.
3. No changes can be made to approved drawings or submittals without the written approval from the DRC.
4. Unapproved changes are a violation of the CC&Rs and are subject to Owner construction penalties and the violation will be required to be remedied immediately at the Owner's expense. Continued material deviations, not corrected after initial notice and penalties, will be assessed construction penalties of up to \$1,000 per week, per item.
5. Violations of any of the above items and those set forth on the attached "Fees, Deposits, and Fine/Penalty Schedule" may cause the DRC to stop the project and the Association to impose discipline in accordance with the attached "Fees, Deposits, and Fine/Penalty Schedule."
6. If Homeowner requests a waiver of deposit because the work will be completed within 1 month by a single vendor/contractor, homeowner agrees that this waiver of deposit does not relieve homeowner's obligation according to section 2.5 (g) of the CC&Rs for payment of damage to common area or fines/penalties imposed by GHOA/DRC in accordance with GHOA procedures.
 Check here to request a waiver of refundable deposit
7. Parking for construction vehicles including workers is to be confined to the client driveway or the area designated for parking by the GHOA manager. Shuttling workers, if necessary is the responsibility of the Contractor. Owner is responsible for enforcing parking plan. Violations of any contractor rules are subject to fines assessed against Homeowner deposits.
8. I waive my right to a 24-hr notice per CC&Rs section 4.3(b) and I give permission for DRC members, GHOA staff, or other consultants hired by GHOA to enter the property during the construction period while contractors or homeowners are present to inspect the compliance per approved plans, drawings or submittals and to enforce contractor rules and requirements.
9. My signature below attests to my acceptance of responsibility for the fees penalty's and fines as determined by the "DRC FEES, DEPOSITS AND FINE/ PENALTY SCHEDULE."
10. The project will commence on _____, 20____ and will be completed by _____, 20____

The undersigned has read, understands and agrees to the terms and conditions of this agreement and acknowledges the same by his/her signature below:

(Owner's Signature)

(Date)

Attachment: Fees, Deposits, and Fine/Penalty Schedule

**GLENBROOK HOMEOWNERS ASSOCIATION
DESIGN REVIEW COMMITTEE (DRC)**

OWNER CONSTRUCTION COMPLIANCE AGREEMENT

FOR A MAJOR OR EXTENSIVE REMODEL OR NEW CONSTRUCTION

The following agreement is entered into between the Owner and the Glenbrook Homeowners Association (GHOA), Design Review Committee (DRC).

Unit/Lot # _____ Owner's Name _____
Street Address _____

It is hereby agreed and understood:

1. GHOA's CC&Rs require property owners to submit Architectural Plans for review and approval for any exterior improvement. This includes but is not limited to: buildings, additions, decks, roads, landscaping, walks, fences, stairs, arbor, etc. (See DRC Guidelines and the CC&R's)
2. No construction work can commence until DRC has approved the Construction Documents. To proceed with only a preliminary approval is a violation of DRC Rules & Procedures.
3. No changes can be made to approved drawings or submittals (architectural materials or landscaping) without the written approval from the DRC.
4. Unapproved changes are a violation of the CC&Rs and are subject to Owner construction penalties and the violation will be required to be remedied immediately at the Owner's expense. Continued material deviations, not corrected after initial notice and penalties, will be assessed construction penalties of up to \$1,000 per week, per item.
5. Violations of any of the above items and those set forth on the attached "Fees, Deposits, and Fine/Penalty Schedule" may cause the DRC to stop the project and the Association to impose discipline in accordance with the attached "Fees, Deposits, and Fine/Penalty Schedule."
6. Parking for construction vehicles including workers is to be confined to the client driveway or the area designated for parking by the GHOA manager. Shuttling workers, if necessary is the responsibility of the Contractor. Owner is responsible for enforcing parking plan. Violations of any contractor rules are subject to fines assessed against Homeowner deposits.
7. I waive my right to a 24-hr notice per CC&Rs section 4.3(b) and I give permission for DRC members, GHOA staff, consulting architect or other inspectors hired by GHOA to enter the property during the construction period while contractors or homeowners are present to inspect the compliance per approved plans and to enforce contractor rules and requirements.
8. My signature below attests to my acceptance of responsibility for the fees penalty's and fines as determined by the "DRC FEES, DEPOSITS AND FINE/ PENALTY SCHEDULE."
9. The project will commence on _____, 20____ and will be completed by _____, 20____

The undersigned has read, understands and agrees to the terms and conditions of this agreement and acknowledges the same by his/her signature below:

(Owner's Signature)

(Date)

Attachment: Fees, Deposits, and Fine/Penalty Schedule

**GLENBROOK HOMEOWNERS ASSOCIATION
DESIGN REVIEW COMMITTEE (DRC)**

CONTRACTOR'S COMPLIANCE ACKNOWLEDGEMENT

For Project Located at: _____

(Address)

Owner's Name: _____

- 1) Contractor hereby acknowledges receipt of GHOA Contractor Rules and agrees to abide by them.
- 2) Contractor has established or received from owner a DRC or GHOA approved parking plan and agrees to abide by it.
- 3) Contractor hereby acknowledges receipt of Owner Construction Compliance Agreement.
- 4) Contractor is aware of scope of approval by DRC and agrees that no improvements outside of that approval will be made unless DRC approves modification.
- 5) Contractor is aware that the owner can be fined or penalized for any violations of the above stated items as outlined on attached Owner Construction Compliance Agreement and Fees, Deposits, and Fine/Penalty Schedule

Date _____

Contractor _____

Authorized Signature _____

Printed Name _____

Title _____

Attachments: Contractor Rules
Owner Construction Compliance Agreement
Fees, Deposits, and Fine/Penalty Sch

GLENBROOK HOMEOWNERS ASSOCIATION

FEES, DEPOSITS AND FINE/PENALTY SCHEDULE

EFFECTIVE AS OF FEBRUARY 2010

DESIGN REVIEW APPLICATION FEES:

Non- refundable

Minor Remodel/Maintenance- Replacement of existing features- *Will be waived if signed application is filed in a timely manner and homeowner deposits paid or waiver of deposit requested	\$ 500.00*
Major Remodel without extensive changes Any remodel involving exterior additions to Residence, such as decks, but not requiring review of outside consulting architect or major landscaping changes	\$ 500.00
Major Remodel Any remodel involving exterior additions to residence that involves detailed set of plans requiring services of outside consulting architect	\$ 1,000.00
New Construction or extensive remodel New construction or major remodel that Exceeds 6 month of construction time	\$ 2,000.00

DESIGN REVIEW HOMEOWNER DEPOSITS:

Refundable, provided no fines for building
non-compliance, contractor rule violations, or
common area damage claims are assessed

Length of construction work estimated for completion:

Less than one month	\$ 1,000.00*
Between 1 and 6 months	\$ 2,000.00
Between 6 and 12 months	\$ 5,000.00
More than 12 months	\$10,000.00

* Homeowner may request waiver of deposit if work is a Minor Remodel/Maintenance and work is completed within 1 month by a single vendor/contractor. Waiver of deposit does not relieve homeowner obligation for payment of damage to common area or fines/penalties imposed by GHOA/DRC in accordance with GHOA procedures

Note: If construction completion time is delayed, homeowner shall submit additional deposit amounts for adjusted completion time.

DESIGN REVIEW FINES/PENALTIES:

Contractor rule violations and resulting penalties will be deducted from Homeowner Deposits. Any shortages will be assessed against the Homeowners per CC&R procedures.

Construction Penalties

Completion Delays

If completion is not completed within 2 yrs of Commencement and no approved extension is granted.

\$ 100.00
per week

Deviation from Approved Plans

Penalties assessed in accordance to CCR provisions

\$ 100.00
per week

Continued Material Deviation from Approved Plans

If deviation is not corrected after penalty

up to \$ 1,000.00
per week per item

Fines

Contractor Rule Violations

Warnings may be issued for initial violations

\$ 25.00
per occurrence